

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

04-07-03

Does not confer Civil Service Status

POSITION: **Assistant Club Coordinator**

ANNOUNCEMENT#

NF-1101-03

SP 48-03

Salary: \$9.50 - \$15.00 per hour

LOCATION: MWR Dept., Food & Beverage Div/NSA
Norfolk, VA 23511

CLOSING DATE:
Open Until Filled

AREA OF CONSIDERATION: OPEN

(1 Fulltime Position)

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Assists with the economic and efficient day-to-day operation of the assigned facility, to include: overseeing and directing work, ensuring a safe and pleasurable environment for all patrons, ensuring the cleanliness and good repair of the facility, reporting any damages, mechanical or other breakage or malfunction, reporting of safety hazards. Serves as alternate fund custodian of the facility, ensuring the safety and appropriate use of funds, ringing/verifying registers, issuing and checking change funds, preparation and/or oversight of Daily Activity Reports and deposits, and assisting with procurement requests, internal controls, physical asset and/or resale/food and beverage inventories. Ensures the implementation of higher-level directives and regulations. Promotes, schedules, and manages other special events and programs necessary resources for the purchase of supplies, equipment and resale merchandise. Carries out necessary liaison with other staff officials that support Club activities, customer participation, marketing, purchase of equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs. Performs other related duties as assigned. Assumes responsibilities for the Club Coordinator in his/her absence.

QUALIFICATIONS: A minimum five years in the food service industry, in positions of increasing responsibility. A minimum of three years in a documented supervisory or leader position. Education/training in the food service industry may be substituted for some of the experience requirements. Knowledge of the military MWR and/or NAF policies and procedures preferred. Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons. Ability to communicate verbally and in writing. Basic understanding of budgeting and activity level financial management. Ability to operate a personnel computer and perform basic word processing and spreadsheet tasks using Microsoft and catering specific software.

FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office (Code N9), 1200 Fichteler Road, Norfolk, VA 23505.

NOTE: Applications are available in the Regional NAF Personnel Office.

EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. **ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.**

MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

VETERAN: Attach copy of DD-214 to application.

INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and IVS identification card. **ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.**

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other merit factors".